Technical Requirements

Overview

This section provides employers with information about how to report members and participants to DRS using an electronic format. DRS can accept two different layouts and several reporting media. The information in this section will help employers decide the best way for them to report retirement information and DCP deferral information to DRS.

This section describes:
- the two record layouts

    —Multiple Record Layout (MRL);
    —Single Record Layout (SRL)

- the automated reporting media DRS accepts and the data format options associated with this media;

- specific step by step information employers must follow to start using one of the automated reporting media accepted by DRS; and

- each field described/identified by record type for both MRL and SRL.

If you change your reporting method, please contact ESS to arrange for a test of the new method *before* submitting a regular transmittal report via the new method.

If you need additional copies of this information, or if you have questions about the information, please contact ESS at (360) 664-7200 or 1-800-547-6657. This information can also be accessed on our DRS Web site at **www.wa.gov/drs/employer**.

The Multiple Record Layout

The Multiple Record Layout (MRL) is Year 2000 compliant and is the recommended layout for employers to use. This is the only layout employers can use to report Plan 3 members and DCP participants. Using MRL allows employers to update an employee's mailing address or name, eliminating the need to complete paper forms.

What the MRL Looks Like

The MRL report structure contains the following record types:

- Summary Record

- Member Profile Record

- Employment Information Record

- Defined Benefit Record (not used for DCP)

- Defined Contribution Record (use only for Plan 3 members and DCP participants)

- Plan Choice Record (use only for Plan 3 members)

The Member Profile Record, the Employment Information Record and the Plan Choice Record should be used only when necessary. More detail on the use of these records is provided in the record and field description areas of this document. Refer to the next page for a graphic view of the various records associated with the MRL.

Record Types of the Multiple Record Layout

The chart in Figure 8-10 provides an overview of the structure for the transmittal reporting records. Detailed layouts for each record follow:

Summary Record	Member Profile Record	Employment Information Record	Defined Benefit Record	Defined Contribution Record	Plan 3 Choice Record
Record Type Identifier	RecordType Identifier	Record Type Identifier	Record Type Identifier	Record Type Identifier	Record Type Identifier
Reporting Group Number[1]	Key[2]	Key[2]	Key[2]	Key[2]	Key[2]
Reporting Period[1]	SSN	SSN	SSN	SSN	SSN
Report Type[1]	Member Name Change Flag[3]	System Code	System Code	System Code	System Code
Report Version Number[1]	Member Last Name[3]	Plan Code	Plan Code	Defined Contributions[3]	Choice Date[3]
Expected MonthlyReports	Member First Name[3]	Type Code	Type Code	Taxed/ Non Taxed Status	Plan Choice
Total Compensation	Member Middle Name[3]	Eligibility Start Date	Earning Period	Investment Program	
Total Member Contributions[3]	Member Name Extension[3]	Eligibility End/Term Date[3]	Status Code	Rate Option	
Total Employer Contributions	Member Name Title[3]	Disability/Leave/ Start Date[3]	Hours		
Total Hours Reported	Member Name Suffix[3]	Disability/Leave End Date	Days		
Total Records Reported	Address Change Flag	Control Number	Compensation		
Total Days Reported	Address Line 1	Organization Display	Employer Contributions		
	Address Line 2		Defined Benefit Member Contributions		
	Address Line 3				
	City				
	State				
	Zip Code				
	Zip Extension				
	Gender Code				
	Birth Date				

Figure 8-10

[1] These four data elements form the *key,* and are part of each record type.

[2] The *key,* which includes the four data elements noted in the summary record column under footnote 1 must be reported for each record type.

[3] Refer to each specific record type for the complete field name in order to reference the field descriptions that begin on page 8-53.
Note: The shaded record types do not apply to DCP.

Record Structure of the Multiple Record Layout

Listed below are some basic field requirements that you should be aware of:

- the four fields in each record which follow the record type identifier are common (key) fields and are part of each record type;

- field start and end information is given for employers who will be reporting with fixed length records;

- the maximum field length is shown in the "field length" column for tab-delimited records;

- only tab-delimited records or fixed length records are accepted;

- report signed negative and positive numbers;

- alpha fields must be left justified;

- alpha fields should be blank when not being used;

- numeric fields must be right justified;

- numeric fields should be zero filled when not being used; and

- zoned decimals are not accepted.

The charts on the following pages reflect field names, format and field length information for each record type within MRL.

The Summary Record

Summary Record Use

The summary record as shown in Figure 8-11, must be part of every transmittal report to DRS. You can send one file with multiple reports but each transmittal report must have a summary record. The reporting group number is the data element within the summary record that distinguishes one transmittal report from another. Some employers have more than one reporting group number; i.e., a city has a reporting group number for the Public Employees' Retirement System (PERS), and a reporting group number for the Law Enforcement Officers' & Fire Fighters' Retirement System (LEOFF). If you have employees who participate in the DCP, you will have a third reporting group number.

Summary Record Layout

Field	Format	Field Length	Fixed Start	Fixed End
Record Type Identifier[2]	Character	1	1	1
Reporting Group Number [1]	Character	6	2	7
Reporting Period[1]	yyyymm	6	8	13
Report Type[1]	Character	1	14	14
Report Version Number[1]	##	2	15	16
Expected Monthly Reports	##	2	17	18
Total Compensation	+/-#########.##	13	19	31
Total Member Contributions/Deferrals	+/-#########.##	13	32	44
Total Employer Contributions	+/-#########.##	13	45	57
Total Hours	+/-#########.#	12	58	69
Total Records Reported	#######	7	70	76
Total Days	+/-#########.#	12	77	88

Figure 8-11

[1] These four data elements form the *key,* and are part of each record type.

2 Record Type Identifier is S.

The Member Profile Record

Member Profile Record Use

This record is required the first time you report an employee, but not a retiree. This record is also used to report a change to a member's or participant's name, address, birth date or gender code. See Figure 8-12 for details.

Member Profile Record Layout

Field	Format	Field Length	Fixed Start	Fixed End
Record Type Identifier[2]	Character	1	1	1
Reporting Group Number[1]	Character	6	2	7
Reporting Period[1]	yyyymm	6	8	13
Report Type[1]	Character	1	14	14
Report Version Number[1]	##	2	15	16
Social Security Number	#########	9	17	25
Member/Participant Name Change Flag	Character	1	26	26
Member/Participant Last Name	Character	35	27	61
Member/Participant First Name	Character	35	62	96
Member/Participant Middle Name	Character	35	97	131
Member/Participant Name Extension	Character	3	132	134
Member/Participant Name Title	Character	5	135	139
Member/Participant Name Suffix	Character	5	140	144
Address Change Flag	Character	1	145	145
Address Line 1	Character	35	146	180
Address Line 2	Character	35	181	215
Address Line 3	Character	35	216	250
City	Character	35	251	285
State Code	Character	2	286	287
Zip Code	#####	5	288	292
Zip Code Extension	####	4	293	296
Gender Code	Character	1	297	297
Birth Date	yyyymmdd	8	298	305

Figure 8-12

[1] These four data elements form the *key,* and are part of each record type.

2 Record Type Identifier is M.

The Employment Information Record

Employment Information Record Use

This record is required the first time you report an employee, and the last time you plan to report an employee. The leave/disability start and end date fields are used to record disability leave periods for LEOFF members. Layout details are shown in Figure 8-13.

Employment Information Record Layout

Field	Format	Field Length	Fixed Start	Fixed End
Record Type Identifier[2]	Character	1	1	1
Reporting Group Number[1]	Character	6	2	7
Reporting Period[1]	yyyymm	6	8	13
Report Type[1]	Character	1	14	14
Report Version Number[1]	##	2	15	16
Social Security Number	#########	9	17	25
System Code	Character	1	26	26
Plan Code	#	1	27	27
Type Code	##	2	28	29
Eligibility Start Date	yyyymmdd	8	30	37
Eligibility End/Termination Date	yyyymmdd	8	38	45
Disability/Leave Start Date	yyyymmdd	8	46	53
Disability/Leave End Date	yyyymmdd	8	54	61
Control Number	Character	6	62	67
Organization Display	Character	6	68	73

Figure 8-13
[1] These four data elements form the *key,* and are part of each record type.
[2] Record Type Identifier is E.

The Defined Benefit Record

Defined Benefit Record Use (Not Applicable for DCP)

This record should be on every report for each member who has been reported with a retirement eligibility start date by your organization. At least one defined benefit record per member must be reported for each earning period being reported. This should continue until a retirement eligibility end date is reported. Layout details are shown in Figure 8-14.

Defined Benefit Record Layout

Field	Format	Field Length	Fixed Start	Fixed End
Record Type Identifier[2]	Character	1	1	1
Reporting Group Number [1]	Character	6	2	7
Reporting Period[1]	yyyymm	6	8	13
Report Type[1]	Character	1	14	14
Report Version Number[1]	##	2	15	16
Social Security Number	#########	9	17	25
System Code	Character	1	26	26
Plan Code	#	1	27	27
Type Code	##	2	28	29
Earning Period	yyyymm	6	30	35
Status Code	Character	1	36	36
Hours	+/-###.#	6	37	42
Days	+/-##.#	5	43	47
Compensation	+/-#######.##	11	48	58
Employer Contributions	+/-#######.##	11	59	69
Defined Benefit Member Contributions	+/-#######.##	11	70	80

Figure 8-14
[1] These four data elements form the *key,* and are part of each record type.
[2] Record Type Identifier is B.

The Defined Contribution Record

Defined Contribution Record Use

This record should be on each report for every Plan 3 member's retirement contribution or DCP participants' deferral information the first time you report the member or participant. The Defined Contribution Record, the Member Profile Record and the Plan 3 Choice Record must be reported the first time you report a member transferring to Plan 3. See layout details in Figure 8-15.

Defined Contribution Record Layout

Field	Format	Field Length	Fixed Start	Fixed End
Record Type Identifier[2]	Character	1	1	1
Reporting Group Number[1]	Character	6	2	7
Reporting Period[1]	yyyymm	6	8	13
Report Type[1]	Character	1	14	14
Report Version Number[1]	##	2	15	16
Social Security Number	#########	9	17	25
System Code	Character	1	26	26
Defined Contributions/Deferrals	+/-#######.##	11	27	37
Taxed/Non-taxed Status	Character	1	38	38
Investment Program	Character	4	39	42
Rate Option	Character	1	43	43

Figure 8-15

[1] These four data elements form the *key,* and are part of each record type.
[2] Record Type Identifier is C.

The Plan Choice Record

Plan Choice Record Use (not applicable for DCP)

This record needs to be submitted only one time per member. This should be part of each transmittal report for every Plan 2 member who has chosen to remain in Plan 2, and/or for any Plan 2 member who has selected (choice/transfer) Plan 3, or is defaulted into PERS Plan 3 and is being reported in Plan 3 for the first time.

Without the Plan Choice date and/or the Transfer date, DRS will not move a Plan 2 member into Plan 3, and all of the reported information on the transmittal report will be rejected. The Plan Choice information is required when the choice/transfer date is reported for new members only. Refer to the codes below:

> 2C = New PERS Plan 2 member chooses Plan 2
> 3C = New PERS Plan 2 member chooses Plan 3
> 3D = New PERS Plan 2 member is defaulted into Plan 3
> 3X = Plan 2 member transfers to Plan 3

The Employment Information Record (when applicable) and the DBR should contain the appropriate Plan number in the plan code field and be included with the Member Profile Record on the transmittal report for each member being reported with this record. Layout details are shown in Figure 8-16.

Plan Choice Record Layout

Field	Format	Field Length	Fixed Start	Fixed End
Record Type Identifier[2]	Character	1	1	1
Reporting Group Number[1]	Character	6	2	7
Reporting Period[1]	Yyyymm	6	8	13
Report Type Code[1]	Character	1	14	14
Report Version Number[1]	##	2	15	16
Social Security Number	#########	9	17	25
System Code	Character	1	26	26
Plan Choice Date or Transfer Date	yyyymmdd	8	27	34
Plan Choice	Character	2	35	36

Figure 8-16

[1] These four data elements form the key, and are part of each record type
[2] The Record Type Identifier is T.

The Single Record Layout

The Single Record Layout (SRL) is Year 2000 compliant, but Plan 3 members and DCP participants cannot be reported with this layout. For this reason, DRS recommends employers use the MRL.

What the SRL Looks Like

The SRL report structure contains the following record types:

*   Summary Record
*   Benefit Record

The SRL is organized as one record or transaction and one summary record. Every transmittal report must include the summary record and the benefit record(s) for each employee you report to DRS. Refer to the next page for a picture view of the different records associated with the SRL.

Record Types of the Single Record Layout

The chart in Figure 8-17 provides an overview of the structure for the transmittal reporting records. Detailed layouts for each record follow.

Summary Record	Benefit Record
Record Type Identifier	Record Type Identifier
Reporting Group Number	Social Security Number
Reporting Period	Reporting Group Number
System Code	Reporting Period
Report Type	Report Type
Report Version Number	Report Version Number
Expected Monthly Reports	System Code
Total Compensation	Plan Code
Total Member Contributions	Record Sequence Number
Total Employer Contributions	Member Last Name
Total Hours/Days Reported	Member First Name
Total Records Reported	Member Middle Name
	Earning Period
	Type Code
	Status Code
	Compensation
	Member Contributions
	Employer Contributions
	Hours/Days
	Begin Date
	End Date
	Gender Code
	Birth Date

Figure 8-17

Record Structure of the Single Record Layout

Listed below are some basic field requirements you should be aware of:

- field start and end information is given for employers who will be reporting with fixed length records;

- the maximum field length is shown in the "field length" column for tab-delimited records;

- only tab-delimited records or fixed length records are accepted;

- report signed negative and positive numbers;

- alpha fields must be left justified;

- alpha fields should be blank when not being used;

- numeric fields must be right justified;

- numeric fields should be zero filled when not being used; and

- zoned decimals are not accepted.

The charts on the following pages reflect field names, format and field length information for each record type within SRL.

The Summary Record

Summary Record Use

The summary record must be part of every transmittal report to DRS. You can send one file with multiple reports but each transmittal report must have a summary record. The reporting group number is the data element within the summary record that distinguishes one transmittal report from another. See Figure 8-18 for layout details.

Summary Record Layout

Field	Format	Field Length	Fixed Start	Fixed End
Record Type Identifier	Character	1	1	1
Reporting Group Number	Character	6	2	7
Reporting Period	yyyymm	6	8	13
System Code	Character	1	14	14
Report Type	Character	1	15	15
Report Version Number	##	2	16	17
Expected Monthly Reports	##	2	18	19
Total Compensation	+/-#########.##	13	20	32
Total Member Contributions	+/-#########.##	13	33	45
Total Employer Contributions	+/-#########.##	13	46	58
Total Hours/Days	+/-#########.#	12	59	70
Total Records Reported	#######	7	71	77

Figure 8-18

The Benefit Record

Benefit Record Use

This record should be part of every transmittal report for each member who has been reported with a retirement eligibility start date by your organization. At least one benefit record per member must be reported for each earning period being reported. This should continue until a retirement eligibility end date is reported. See Figure 8-19 for layout details.

Benefit Record Layout

Field	Format	Field Length	Fixed Start	Fixed End
Record Type Identifier	Character	1	1	1
Social Security Number	#########	9	2	10
Reporting Group No.	Character	6	11	16
Reporting Period	yyyymm	6	17	22
Report Type	Character	1	23	23
Report Version Number	##	2	24	25
System Code	Character	1	26	26
Plan Code	#	1	27	27
Record Sequence Number	#######	7	28	34
Member Last Name	Character	35	35	69
Member First Name	Character	35	70	104
Member Middle Name	Character	35	105	139
Earning Period	yyyymm	6	140	145
Type Code	##	2	146	147
Status Code	Character	1	148	148
Compensation	+/-#######.##	11	149	159
Member Contributions	+/-#######.##	11	160	170
Employer Contributions	+/-#######.##	11	171	181
Hours/Days	+/-###.#	6	182	187
Begin Date	yyyymmdd	8	188	195
End Date	yyyymmdd	8	196	203
Gender Code	Character	1	204	204
Birth Date	yyyymmdd	8	205	212

Figure 8-19

Choose From Three Data Format Options

DRS will accept three different formats from automated systems. The chart in Figure 8-20 describes the typical system requirements used to produce transmittal reports in each format.

	ASCII text format — tab delimited	ASCII text format — fixed length	EBCDIC format — fixed length
Typical system requirements	PC-based spreadsheet or database programs	Mainframe or mini-computer systems Also PC-based database or spreadsheet programs	Mainframe or mini-computer systems

Figure 8-20

Choose From Two Reporting Media Options

DRS can process transmittal report information via electronic transmission or diskette. DRS recommends using the ASCII text format (tab delimited) if you currently use the paper report. This type of transmittal report can be created using spreadsheet software.

Electronic Reporting Choices

Employers can choose from three methods of electronic transmission:

- Web-Based Employer Transmittal (WBET); or
- File Transfer Protocol (FTP); or
- dataset.

Note: You may access WBET information at http://www.wa.gov/drs/employer.

Reporting via FTP requires employers to use the ASCII text format. The FTP method allows employers to send their transmittal report over the Internet using FTP software.

Employers who choose to report via dataset must use the EBCDIC fixed length format. Employers must be able to transmit the transmittal report file directly to a system 390 mainframe in Olympia, and have an account with the Washington State Department of Information Systems (DIS).

Note: Employers who choose to report electronically must ensure DRS receives the DCP deferral dollars the same day as the electronic file.

Creating an ASCII Format Transmittal Report Using a Spreadsheet

Employers can use spreadsheet software and a personal computer to create a file containing their detailed transmittal report transactions, and summary record. The file must be saved as ASCII text, in tab delimited format. This type of file can be submitted via diskette or FTP (one of the electronic transmission methods).

The samples in Figures 8-21, 8-22 and 8-23 reflect how a regular transmittal report created with a spreadsheet may appear.

Points for use in creating a spreadsheet

- By using the record type identifier "L," you can create headings to help you use your spreadsheet. The DRS system will not process information in any row with an L in the Record Type Indicator field. (See the description of the Record Type Identifier field on page 8—65.)

- Many spreadsheets will delete leading zeroes from numbers you enter. (For instance, the zero will be removed from 07.) As long as you are reporting in ASCII text, tab delimited format, DRS can read these fields, even if the leading zeroes do not appear. You may encounter this with fields such as Report Version Number, Expected Monthly Reports, Social Security Number or Type Code, among others.

- If you would like to have leading zeroes show on your spreadsheet, review the features of your spreadsheet application to determine how to reformat the way numbers are displayed in the cells.

- Because there are more fields in the detailed records than in the summary record, the columns do not need to line up. (See Figures 8-21, 8-22 and 8-23.)

- When the monthly transmittal report is complete, save your file as ASCII text, with tab delimiters. Follow the instructions provided with your software to save the file in this format.

Note: Refer to the field descriptions on page 8—59 for complete field names. Field headings in Figures 8-21, 8-22 and 8-23 are abbreviated.

MRS ASCII TAB DELIMITED FORMAT – USING A SPREADSHEET – PERS REPORT

Totals appear here for these columns of detailed information

Summary Record

	Report Group	Report Period	Rpt Type	Rpt Ver	Exp	Total Comp	Total Mem Contrib	Total Emp Contrib	Total Hours	Total Records	Total Days
S	1234	200103	R	01	01	4000.00	260.00	186.80	320.0	0000006	0.0

Member Profile Record

	Report Group	Report Period	Rpt Type	Rpt Ver	SSN	Name Change	Last Name	First Name	Middle Name	Name Extension	Name Title	Name Suffix	Address Change	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Zip Ext	Gen	Birth Date
M	1234	200103	R	01	555378888	Y	Mer	Iona	B				Y	PO Box 111			Olympia	WA	98504	8380	M	19580204

Employment Information Record

	Report Group	Report Period	Rpt Type	Rpt Ver	SSN	System	Plan	Type Code	Start Date	End Date	Dis Start	Dis End	Control Number	Org Display
E	1234	200103	R	01	888526644	P	1	03	20010301					

Defined Benefit Record

	Report Group	Report Period	Rpt Type	Rpt Ver	SSN	System	Plan	Type Code	Earn Period	Status Code	Hours	Days	Member Comp	Employer Contrib	Def Bene Contrib
B	1234	200103	R	01	888526644	P	1	03	200103	A	160.0	00.0	2000.00	93.40	120.00
B	1234	200103	R	01	555678888	P	3	03	200103	A	160.0		2000.00	93.40	

Defined Contribution Record

	Report Group	Report Period	Rpt Type	Rpt Ver	SSN	System	Def Contrib	Tax Status	Invest Prgm	Rate Option
C	1234	200103	R	01	555378888	P	140.00		WSIB	D

Plan Choice Record

	Report Group	Report Period	Rpt Type	Rpt Ver	SSN	System	Transfer Date	Plan Choice
T	1234	200103	R	01	555378888	P	20010301	3X

Figure 8-21

Total deferrals appear here for the detailed information

L

Summary Record

	Report Group	Report Period	Rpt Type	Rpt Ver	Exp	Total Comp	Total Deferrals	Total Emp Contrib	Total Hours	Total Records	Total Days
S	899Z99	200010	R	01	01	0000000.00	540.00	000000.00	00000.00	0000008	000000.00

L

Member Profile Record

	Report Group	Report Period	Rpt Type	Rpt Ver	SSN	Name Change	Last Name	First Name	Middle Name	Name Extension	Name Title	Name Suffix	Address Change	Address Line 1	Address Line 2	Address Line 3	City	State	Zip Code	Zip Ext	Gen	Birth Date
M	899Z99	200010	R	01	123768888	N	Mer	Iona	B				Y	PO Box 111			Olympia	WA	98504	8380	F	19580204
M	899Z99	200010	R	01	987561234	N	Reilly	Dawn	A				Y	123 First Ave			Olympia	WA	98506		F	19620524

L

Employment Information Record

	Report Group	Report Period	Rpt Type	Rpt Ver	SSN	System	Plan	Type Code	Start Date	End Date	Dis Start	Dis End	Control Number	Org Display
E	899Z99	200010	R	01	032556606	D	1	00	20001002		00000000	0000000		
E	899Z99	200010	R	01	321568822	D	1	00	20001002					

L

Defined Benefit Record

	Report Group	Report Period	Rpt Type	Rpt Ver	SSN	System	Plan	Type Code	Earn Period	Status Code	Hours	Days	Member Comp	Employer Contrib	Def Bene Contrib

L

Defined Contribution Record

	Report Group	Report Period	Rpt Type	Rpt Ver	SSN	System	Deferral Amount	Tax Status	Invest Prgm	Rate Option
C	899Z99	200010	R	01	123768888	D	140.00			
C	899Z99	200010	R	01	032556606	D	50.00			
C	899Z99	200010	R	01	321568822	D	100.00			
C	899Z99	200010	R	01	987561234	D	250.00			

L

Transfer Record

	Report Group	Report Period	Rpt Type	Rpt Ver	SSN	System	Transfer Date

MRS ASCII TAB DELIMITED FORMAT – USING A SPREADSHEET – PERS REPORT

Figure 8-22

Note: There should be no transactions in the Defined Benefit Record or the Transfer Record if reporting deferrals for participants of the Deferred Compensation Program. These records should not be included in the file

SRL ASCII Tab Delimited Format - Using a Spreadsheet—PERS Report

Summary Record

L L	Report Group	Report Period	System	Report Type	Rpt Ver	Exp	Total Comp	Total Mem Contrib	Total Empl Contrib	Total Hrs/Days	Total Records
S	2483	199807	P	R	01	01	28443.11	1322.61	2133.23	1559.7	0000009

Totals appear here for these columns of detailed information

Detailed Transmittal Transactions

L L	SSN	Report Group	Report Period	Report Type	Rpt Ver	Sys	Plan	Sequence	Last Name	First Name	Mid Name	Earn Per	Type	Status	Comp	Mem Contrib	Empl Contrib	Hrs/ Days	Begin Date	End Date	Gen	Birth Date
T	538680249	2483	199807	R	01	P	2	0000001	Selbel	John	Adam	199807	07	A	1749.77	81.36	131.23	173.3				
T	538500468	2483	199807	R	01	P	2	0000002	Snoddy	James	Monroe	199807	07	A	2384.41	113.88	178.83	173.3				
T	537960510	2483	199807	R	01	P	2	0000003	Cox	Marcus	Miller	199807	07	A	2201.00	102.35	165.08	173.3				
T	531320600	2483	199807	R	01	P	2	0000004	George	Fredricke	Xavier	199807	07	S	3564.03	165.73	267.30	173.3		19980630		
T	531760620	2483	199807	R	01	P	2	0000005	Holte	Michael		199807	07	A	2563.00	119.18	192.23	173.3				
T	362641245	2483	199807	R	01	P	2	0000006	Kent	Raymond	Stuart	199807	07	A	2381.64	110.75	178.62	173.3				
T	537021811	2483	199807	R	01	P	2	0000007	Jones	David	Michael	199807	07	A	3432.47	159.61	257.44	173.3				
T	579212078	2483	199807	R	01	P	2	0000008	Yee	Fenny	Y	199807	07	A	5833.34	271.25	437.5	173.3				
T	557452230	2483	199807	R	01	P	2	0000009	Schommer	Stephen	Francis	199807	07	A	4333.34	201.50	325.00	173.3	19980601		M	19630327

Figure 8-23

Reporting Via FTP

How to Report via FTP

To submit a transmittal report via FTP, create a single electronic file containing both the detailed transmittal report transactions and the summary record information. Save the file and transmit to DRS by the due date.

What You Can Report Via FTP

You can use FTP to submit:

- transmittal reports; and

- correction transmittal reports (does not apply to DCP reporting).

What You Will Need

To submit via FTP you need:

- computer hardware and software that can prepare an electronic file in the required data format;

- an Internet connection with FTP software; and

- a completed DRS Data Sharing Agreement.

Advantages of FTP Reporting

FTP reporting allows you to eliminate the time and costs of mailing a diskette or manual (paper) report. FTP reporting also allows DRS to update members' accounts and respond to your transmittal report more effectively.

Getting Started with FTP Reporting

Step 1—Establish a DRS user ID

FTP transmittal reporting requires employers to establish a user ID with DRS and to provide an Internet e-mail address. Call ESS at (360) 664-7200 or 1-800-547-6657 to begin the process of establishing a user ID.

Step 2—Complete a DRS Data Sharing Agreement

Before reporting via FTP, you will need to complete a Data Sharing Agreement with DRS. This agreement spells out the responsibilities of both parties when sharing data. Call ESS for an agreement form. A security profile (includes your user ID, password and directory path/location you will transmit your file to) is necessary in order for DRS to accept your electronic file via FTP. Upon receipt of the signed data sharing agreement, your security profile will be established.

Step 3—Prepare Your Transmittal Information

The preliminary step of preparing your transmittal reporting information is the same for FTP reporting as for any other method. You will use your payroll information to determine the detailed transmittal reporting transactions you need to submit to DRS.

Step 4—Create a Summary Record

Each transmittal report to DRS includes two parts:

- The detailed transmittal reporting transactions for each member; and

- the summary record totals (such as compensation and contributions) that equal the sum of the detailed transactions.

After you have determined the detailed transactions you need to transmit to DRS, create a summary record to include with your detailed transactions.

Step 5—Create an Electronic File of Your Transmittal Report

Save both the detailed transactions and the summary record in a single electronic file. You may place the summary record at either the beginning or the end of the file.

Note: The data format options DRS will accept are described on page 8—29. The formats standardize the order of the data in your report so that DRS can read your electronic file and process the transactions. Your choice will be based on the type of hardware and software you have available.

Step 6—Name Your FTP File

See Figure 8-24 for an example of naming your electronic files using the following convention:
- The first four characters indicate the organization identification number assigned by DRS. If you do not know your organization ID, contact ESS at (360) 664-7200 or 1-800-547-6657;

- the next four characters should reflect the month and version number and/or DCP1 or DCP2 if you are submitting a DCP report; and

- the three-character extension indicates format of the data.

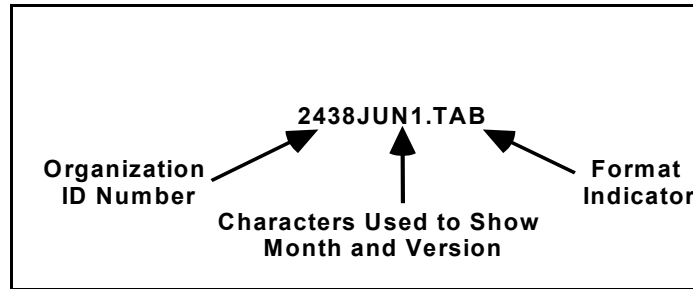 —TAB for ASCII tab delimited format
  —FIX for ASCII fixed length format

Figure 8-24

Step 7—Submit a Test FTP file to DRS

If you are changing to FTP reporting from another method, contact ESS so they can work with you to send a test file. ESS will pre-edit the test file to ensure the file can be read and the data is in the correct format. You should continue to submit the transmittal report using your current method until you are notified by ESS of a successful test. *Test file names should include the word test after your organization id: 2438TEST.TAB or 2438TEST.FIX.*

Step 8—Begin Reporting Via FTP

Once a test is successful, you will be notified that you can begin using FTP to send transmittal reports. Each weeknight, DRS will search your directory for files with appropriate file names. DRS will process the file the evening of the day you transmit the file. To confirm receipt of the file, DRS generates an e-mail message to you by the end of the day in which you sent your file.

After the file is processed, DRS will delete the file from your assigned directory. If you discover the file you sent has an error, re-transmit a correct file with the same file name and it will replace the original file you sent if the original file has not been processed. (Processing begins at 5 p.m. Pacific Standard Time.) DCP reports must be received by 9 a.m. Pacific Standard Time or they will be processed the following day.

Note: Employers who choose to report electronically must ensure DRS receives the DCP deferral dollars the same day as the electronic file.

Reporting by Diskette

How to Submit a Transmittal Report on Diskette

To submit your transmittal report by diskette, create a single electronic file containing your detailed transmittal transactions and the summary record information. Save the file on a diskette. Mail the diskette to DRS so that it is received by the due date.

What You Can Report by Diskette

A diskette can be used to submit:

- transmittal reports; and

- correction transmittal reports (does not apply to DCP reporting).

What You Will Need

To report by diskette you will need:
- A personal computer or other computer; and

- the ability to save your transmittal report as an electronic file in one of the formats DRS can accept. (If you use a spreadsheet or other program to prepare your payroll, you may already be able to save data in one of the ASCII formats described beginning on page 8—44.

Note: DRS can accept only 3.5-inch diskettes formatted for PC.

Advantages of Reporting by Diskette

Reporting by diskette allows you to eliminate the time and costs of preparing a paper report. By limiting the manual intervention involved in submitting your retirement information on paper, you increase the potential for accuracy.

How to Start Reporting via a Diskette

Step 1—Prepare Your Transmittal Information

The preliminary step of preparing your transmittal information is the same for diskette reporting as for any other method. You will use your payroll information to determine the detailed transmittal reporting transactions you need to report to DRS.

Step 2—Create a Summary Record

Each report to DRS includes two parts:

- The detailed transmittal report transactions for each member; and

- the summary record totals (such as compensation and contributions) that equal the sum of the detailed transactions.

After you have determined the detailed transactions you need to submit to DRS, create a summary record to include with your detailed transactions.

Step 3—Create an Electronic File of Your Transmittal Report

Save both the detailed transactions and your summary record in a single electronic file. You may place the summary record at either the beginning or the end of the file.

Note: The data format options DRS will accept are described on page 8—44. The formats standardize the order of the data in your transmittal report so that DRS can read your electronic file and process the transactions. Your choice will be based on the type of hardware and software you have available.

Step 4—Name Your File

See Figure 8-26 for an example of naming your electronic files using the following convention:

- The first four characters indicate the employer's organization number which is assigned by DRS. If you do not know your organization number, contact ESS at (360) 664-7200 or 1-800-547-6657;

- the next four characters should reflect the month and version number; and

- the three-character extension indicates format of the data.

    —TAB for ASCII tab delimited format
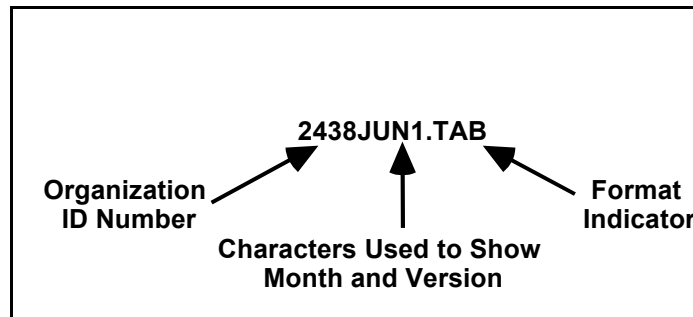
    —FIX for ASCII fixed length format

2438JUN1.TAB

Organization ID Number

Characters Used to Show Month and Version

Format Indicator

Figure 8-26

Step 5—Prepare Your Diskette

Save your transmittal report on a diskette as one file (you can combine more than one report in your file). Send only the current month's report. If you have used the diskette for previous reports, delete any old information still stored on the diskette.

Step 6—Label the Diskette

Each diskette you send to DRS must have an outside label. Include the following information on the label:
Employer name;

- Employer name;

- employer address

- file name for the electronic file on the diskette;

- report period; and

- your DRS-assigned organization ID. If you need to verify your organization ID, contact ESS at (360) 664-7200 or 1-800-547-6657.

Step 7—Address and Mail Your Diskette

Be sure to use appropriate packaging to ensure that your diskette is not damaged. The address for mailing will depend upon the carrier you use.

Retirement Systems

Federal Express or United Parcel Service	United States Postal Service
DRS Transmittal Unit 6835 Capitol Blvd. Tumwater, WA 98501	DRS Transmittal Unit P.O. Box 48380 Olympia, WA 98504-8380

Step 8—Submit a Test Diskette

If you are changing to diskette reporting from another method, contact ESS so they can work with you to send a test diskette. ESS will pre-edit the test file to ensure the file can be read and that the data is in the correct format. You should continue to submit transmittal reports using your current method until you are notified by ESS of a successful test. *Test file names should include the word test after your organization id: 2438TEST.TAB or 2438TEST.FIX.*

Step 9—Begin Reporting by Diskette

Once a test is successful, you will be notified that you can begin using a diskette to send transmittal reports. ESS will return your diskette after each transmittal report has been processed.

Reporting Via Dataset

How to Report Via Dataset

To submit your transmittal report via dataset, create a single electronic file containing both detailed transactions and the summary record information. Save the file and transmit the file to DRS by the due date.

What You Can Report Via Dataset

You can use a dataset to submit:

- transmittal reports; and

- correction transmittal reports (does not apply to DCP reporting) .

What You Will Need

To submit datasets you will need:

- Computer hardware and software that can prepare a dataset in the necessary data format;

- a DIS account;

- a completed DRS Data Sharing Agreement; and

- the ability to transmit datasets to the DIS IBM System 390 MVS mainframe computer in Olympia if the dataset is created on your own computer, or create the dataset on the DIS computer. The dataset method of electronic transmittal reporting is recommended only for an employer who has already established an account with DIS.

Advantages of Dataset Reporting

Dataset transmittal reporting allows you to eliminate the time and costs of mailing a diskette or paper report. Dataset reporting also allows DRS to update members' accounts and respond to your transmittal report more effectively.

Getting Started with Dataset Reporting

Step 1—Establish a DIS Account

Before you can send transmittal reports via dataset, you must have an account with DIS. A DIS-provided user ID is also needed to create a dataset on the DIS mainframe. This account and user ID are separate from any agreements with DRS. If you do not already have an account with DIS, call ESS at (360) 664-7200 or 1-800-547-6657 to begin the process.

Step 2—Complete a DRS Data Sharing Agreement

Before reporting via dataset, you will need to complete a Data Sharing Agreement with DRS. This agreement spells out the responsibilities of both parties who are sharing data. Contact ESS at (360) 664-7200 or 1-800-547-6657 and an agreement form will be sent to you. Once DRS has received a signed Data Sharing Agreement, your security profile will be established. A security profile is necessary for DRS to accept your electronic file via dataset.

Step 3—Prepare Your Transmittal Information

The preliminary step of preparing your transmittal report information is the same for dataset reporting as for any other method. You will use your payroll information to determine the detailed transmittal reporting transactions you need to submit to DRS.

Step 4—Create a Summary Record

Each transmittal report to DRS includes two parts:
- The detailed transmittal report transactions for each member; and

- the summary record totals (such as compensation and contributions) that equal the sum of the detailed transactions.

After you have determined the detailed transactions you need to transmit to DRS, create a summary record to include with your detailed transactions.

Step 5—Create an Electronic File of Your Transmittal Report

Save both the detailed transactions and the summary record in a single electronic file. You may place the summary record at either the beginning or the end of the file. The EBCDIC data format must be used to report via the dataset method.

Note: The data format options DRS will accept are described on page 8—44. The formats standardize the order of the data in your report so that DRS can read your electronic file and process the transactions. Your choice will be based on the type of hardware and software you have available.

Step 6—Name Your Dataset

See Figure 25 for an example of naming your dataset using the following convention:

- The file name must begin with the following two qualifiers: INPES124.PC8600. Be sure to include a period between each qualifier.

- Begin the next qualifier with an E. The following four digits are the employer's organization number that is assigned by DRS and is part of the data sharing agreement.

- You have the option of using additional qualifiers to identify your dataset. Each qualifier can be up to eight characters, and must start with an alpha/numeric character. Separate each qualifier with a period. The total length of the name must not be more than 44 characters.
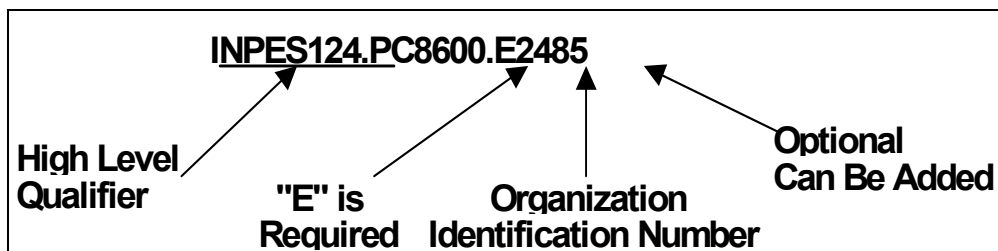

Figure 8-25

Step 7—Submit a Test Dataset to DRS

If you are changing to dataset reporting from another method, contact ESS so they can work with you to send a test file. ESS will pre-edit the test file to ensure the file can be read and the data is in the correct format. You should continue to submit the transmittal report using your current method until you are notified by ESS of a successful test. Test file names should include PC8400 (retirement reporting) or PD8003 (DCP reporting) after INPES124: INPES124.P8400.E2485.

Step 8—Begin Reporting by Dataset

Once a test is successful, you will be notified that you can begin using datasets to send transmittal reports. Each weeknight, DRS will search for datasets with appropriate file names. DRS processing begins at 5 p.m. Pacific Standard Time. DCP reports must be received by 9 a.m. Pacific Standard Time or they will be processed the following day.

Note: Employers who choose to report electronically must ensure DRS receives the DCP deferral dollars the same day as the electronic file.